



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 5.1.102	Subject: INMATE PARTICIPATION IN A LONG TERM WORK PROGRAM		
Reference: DOC Policy No. 5.1.1		Page 1 of 4 and one attachment	
Effective Date: November 14, 2002		Revision Date(s): new effective date - August 16, 2007	
Signature/Title: /s/ Mike Mahoney / Warden			
Signature/Title: /s/ Gayle Lambert / MCE Administrator			

I. PURPOSE

To allow for selection of long-term inmate work assignments for placement in an MSP Maintenance, MSP Warehouse, Montana Correctional Enterprises, or regional facility work program.

II. DEFINITIONS

Administrative Review Committee - a committee consisting of the Classification Specialist, Technical Correctional Services Bureau Chief, the Associate Wardens, and Security Major (or designees for any of these positions) that reviews all classification overrides, and reclassifications in and out of Maximum Security and the Work Dorm.

Long Term Inmate - an inmate who is serving a life sentence without the possibility of parole, or a no parole stipulation with a discharge date that is currently ten years and beyond. Inmates should have a minimum of 25% or eight years of their sentence completed, who have exhibited exemplary institutional adjustment.

Single Fenced Perimeter - the fence surrounding the Industries Compound at the MSP/MCE facility.

Unit Management Team - the Unit manager, Case Manager, and Sergeants of a housing unit that perform case management duties.

Work Programs - means work assignments for any Department.

Work Supervisor -for the purposes of this operational procedure is an employee who oversees, manages and supervises inmates in a work program.

III. PROCEDURES

A. Purpose of Long-Term Inmate Program

1. Turn the long-term inmate into a valuable resource for the Department of Corrections.
2. Provide a means to supplement work performed by institutional civilian staff.
3. Provide stability for all work programs.
4. Facilitate the inmate's stable adjustment.
5. Provide the long term inmate with a sense of purpose.
6. Provide opportunities for inmates to develop a positive work ethic and assume responsibility in a work setting.
7. To promote the most cost-effectiveness of programs through appropriate use of inmate work skills.

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8. Expose inmates to various jobs and skills that are conducive to reintegration into society.
9. Provide a mechanism for assigning jobs to designated inmates who may otherwise not be eligible due to their classification level or length of sentence.
10. Provide a productive means for long term inmates to serve their sentence under appropriate supervision.

B. Inmate Eligibility Requirements

In order for an inmate to be eligible for placement into a long-term work assignment he must:

1. Have had minimum II, minimum I or medium II custody for a minimum of six months to work outside the double fenced perimeter. This requirement must also be met if the inmate is housed in a contract facility.
2. Have served at least 25% or eight years of their sentence. For example, an inmate with a 25-year sentence would have to serve at least 6.25 years of their sentence. An inmate with a 100-year sentence would have to serve at least 8 years of their sentence.
3. Have no rule violations that fall under the mandatory reclass category in the last three years. All other major rule violations will be looked at on a case-by-case basis.
4. Not have any warrants and/or detainers. Approval from the appropriate state is required prior to placement of out of state inmate transfers in this program.
5. Not have any medical restrictions or chronic illness that would conflict with inmate work assignment. Work assignment and required duties will determine the medical category allowed.
6. Not have any pending court appeals
7. Show a commitment to change, i.e., be on a waiting list, participating in and/or completed recommended or court ordered programming. SOP evaluations must be completed for sex offenders being considered for this program.
8. Have worked a minimum of six months in any work assignment for placement within or outside the single fenced perimeter.
9. Have positive work reports, be a self-starter, and be willing to learn and work independently. The department manager/administrator and facility administrator (or designee) must approve any inmate previously terminated from any work program prior to him being screened.
10. Agree to provide random UA samples, which will be taken at least once every two months by housing unit staff. The results of testing of these samples must be negative.
11. Have positive housing unit reports for the last two years.
12. Have a high school diploma or GED, or be working towards a GED. The facility administrator may waive this requirement under extenuating circumstances.
13. Have no record of escape or attempted escape from a secure facility in the past ten years.

C. Request/Screening/Selection Procedures

1. A work supervisor may request that an inmate be assigned to a long-term work position by filling out a Long Term Worker Assignment Eligibility/Screening Form (attachment A), and forwarding it to the appropriate department manager/administrator for approval/disapproval. Any request that is disapproved must have the reasons documented in writing.
2. If approved by the department manager/administrator, the request will be forwarded to and processed by the Unit Management Team for screening based on the inmate eligibility requirements set forth in this operational procedure.

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3. If the inmate meets the eligibility requirements his classification will be reviewed for potential overrides (if needed), or waiver of the override guidelines, and forwarded to the Administrative Review Committee.
4. When approved/disapproved by the Administrative Review Committee the request will be forwarded to the Warden for final consideration and approval/disapproval.

D. Supervisor Responsibilities

1. Review the specific Inmate Job Description form with the inmate, explaining duties, safety rules, expectations, pay, work hours, etc.
2. Discuss/explain the provisions of the Long-Term Inmate Work Assignment Contract (attachment B) with the inmate. The inmate must agree to and sign the contract prior to final assignment.
3. Provide security and supervision in accordance with applicable MSP policies and procedures, including MSP 3.1.100, Supervision of Inmate Workers, MSP 3.1.11, Inmate Movement Control, and MSP 3.1.21, Inmate Counts.
4. Monitor the inmate's work performance through daily supervision and completion of monthly work evaluations.
5. Keep track of the hours worked, and submit the inmate payroll sheet to accounting.
6. Meet periodically (quarterly basis at a minimum) with housing unit staff to discuss each inmate's progress with the program. Discussions and dates must be documented and included in the quarterly report outlined in 10 below.
7. Work with the Unit Management Team to ensure that a UA samples are taken in accordance with the criteria in this operational procedure. It will be the responsibility of the Unit Management Team to have the inmates provide UA samples and to document the results.
8. Monitor and advise the Unit Management Team of any abnormal behavior or problems that may develop with the inmate in the work area.
9. Complete and submit incident reports regarding any abnormal behavior or problems a long-term inmate is involved in. Reports involving behavior which constitutes a major rule infraction or higher will require the inmate to be held in from the job assignment until the issue is resolved. The supervisor must coordinate as needed with the Unit Management Team.
10. Submit a written quarterly report of the activities, outcomes, and overall status of each inmate in this program to the Warden, Deputy Warden, MCE Administrator, Unit Manager, department manager, and Classification Specialist (or their designees).

E. Removal from the Work Assignment

1. A supervisor may request the removal of an inmate from his job assignment by completing a Job Assignment/Removal form and forwarding it to the Unit Management Team.
2. Reasons for removal may include, but are not limited to, loss of work, lack of skills required for the position, conflicting program requirements, mutual agreement between inmate and supervisor, refusal to work, poor work performance, rule violation, disrupting the orderly operation of the work crew, or failing to follow security, safety, and sanitation regulations.
3. Any decision for removal of an inmate from the long-term inmate work program must be properly documented.

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4. Inmates currently assigned to a long-term inmate work program are not eligible for transfer to a regional or private prison facility.
5. Long-term inmates assigned to the same job for an extended period of time may be reviewed for job re-assignment on a case-by-case basis.

VI. CLOSING

Questions concerning this operational procedure will be directed to the Warden or applicable department manager/administrator.

V. ATTACHMENTS

Long Term Worker Assignment Eligibility/Screening Form
Long-Term Inmate Work Assignment Contract

attachment A
attachment B

